

NOMINATION PAPER – *Required*

Issuing Nomination Paper: The nomination period opens at 8:00 a.m. on Monday, July 12, 2010. The nomination paper shall be taken out and filed with the City Clerk only during regular business hours during the nomination period. The City Clerk will affix her signature, imprint the date to the nomination paper at the time it is issued and type the name of the candidate and office sought on the nomination paper.

The signatures shall be appended on the same sheet of paper. Once a nomination paper is filed, the paper may not be returned to the candidate to obtain additional signatures. If the nomination is determined to be insufficient or the candidate fails to obtain enough valid signatures, the City Clerk will issue one supplemental nomination paper on which the candidate may collect additional signatures. The supplemental nomination paper shall be filed no later than the last day for filing the nomination paper. (EC 10220, 10221 and 10227)

Nomination Signatures: The candidate is responsible for obtaining the signatures of not less than five, or more than ten, registered voters who are eligible to vote for the candidate. No voter may sign more nomination papers than there are offices to be elected. There are two Council seats and one Treasurer seat up at this election. If a voter signs more nomination papers than there are offices, the voter's signature shall only count on the on the first nomination paper filed. The candidate may sponsor himself/herself by signing his/her nomination paper. (EC 8069, 10220)

Each signer shall at the time of signing the nomination paper personally affix his or her signature, printed name, and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. (EC 100, 106, 10220)

A voter who is unable to personally affix on a nomination paper the information required may request another person to print the voter's name and place of residence on the appropriate spaces of the nomination paper, but the voter shall personally affix his or her mark or signature on the appropriate space of the nomination paper, which shall be witnessed by one person. (EC 100.5, 354.5)

The candidate should try to obtain the required number of signatures as soon as possible in order for his/her nomination paper to be filed and examined for sufficiency well before the filing

deadline. Once a nomination paper is filed with the City Clerk, it may not be returned to the candidate to obtain additional signatures. If the nomination paper is determined to be insufficient or the candidate fails to obtain the correct number of valid signatures, the City Clerk shall retain the original nomination paper, provide a copy of the nomination paper to the candidate with an indication as to which signatures are valid, and issue one supplemental nomination paper to the candidate on which the candidate may collect additional signatures. The supplemental nomination paper shall be filed no later than the last day for filing for that office. (EC 10221)

Declaration of Circulator: This section must be completed and signed by the circulator. The circulator must be a Town of Colma registered voter and may also sign the nomination paper. The candidate may be the circulator. Only one person may circulate the nomination paper. The San Mateo Elections Department will verify the registration of signatories and the circulator. (EC 104, 10220, 10222)

Affidavit of Nominee: The name of the nominee, the office sought, the date of the election, the candidate's name, and the candidate's ballot designation are to be typed or printed in the space provided. The candidate must sign and date the affidavit. It is recommended that the candidate complete the affidavit in the presence of the City Clerk. (EC 10223, 10226)

Name on Ballot and Ballot Designation: The candidate's name as provided by the candidate on the affidavit of nominee is the way it will appear on the ballot. Candidates must use their full legal name; nicknames or shortened versions of the full legal name may be listed in quotes. No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name. If the candidate has changed his or her name within one year prior to the election, the new name will not appear on the ballot unless the change was made by marriage or by Decree of Court. (EC13104, 13106) The candidate's ballot designation is limited to no more than three words that designate either the current principal profession, vocation or occupation of the candidate or the principal profession, vocation or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents. If the candidate is currently serving in an elected office, the candidate may use words designating the elected office, which the candidate holds or the word "incumbent". Refer to the ballot designation worksheet. (EC 13107, 13107.3, 13107.5)

Oath of Allegiance: This section should be left blank until the completed nomination paper is returned. The oath will be administered by the City Clerk and signed by the candidate in front of the City Clerk at the time the filing is complete. (EC 10223, 10226)

Nomination papers are confidential until the close of the nomination period, at which time they become public documents, which may be viewed, but not copied.

DECLARATION OF CANDIDACY – *Required*

The Declaration of Candidacy is a form on which you declare yourself as a candidate for City Council or Treasurer.

BALLOT DESIGNATION FORM – *Required*

All candidates that wish to have a ballot designation listed on the ballot must complete a Ballot Designation Form. The candidate must file the form at the same time the affidavit of nominee is completed. If no Ballot Designation Form is filed, no designation shall appear on the ballot. (EC 13106, 13107, 13107.3, 13107.5)

If after review of the ballot designation and the Ballot Designation Form, the City Clerk finds that the ballot designation is in violation of any of the restrictions set forth in Election Code Section 13107 and 13107.5, the City Clerk shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

The candidate shall, within three business days, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the City Clerk and provide a designation that complies with Elections Code 13107. In the event the candidate fails to provide a designation that complies with this requirement, no designation shall appear after the candidate's name. (EC 13107)

If a candidate is unsure of whether or not a ballot designation will be accepted, he or she should contact the City Clerk in advance of filing the nomination papers to discuss the designation.

CHINESE GIVEN NAME/PREFERRED TRANSLITERATION – *Optional*

The San Mateo County Elections Department will list the names of candidates on the sample ballot and official ballot in English along with a Chinese transliteration if the candidate requests the transliteration. Candidates are asked to complete a form along with their nomination papers indicating their desire for this transliteration.

CANDIDATE STATEMENT OF QUALIFICATIONS – *Optional*

A candidate may, at his or her option, prepare a candidate statement, which includes the name, age and occupation of the candidate along with a description, not to exceed 200 words, of the candidate's education and qualifications. This statement is optional and is printed at the expense of the Town of Colma.

The candidate statement will be printed in the voter pamphlet mailed by the San Mateo County Elections Department to every registered voter in the Town of Colma. If the candidate elects to submit a candidate statement, the statement will be translated and printed in Spanish and Chinese in addition to English as required in accordance with the Federal Voting Rights Act. Further information regarding this Act can be found on the Department of Justice's website at www.usdoj.gov

Refer to the instructions stated on the Candidate Statement of Qualifications. The San Mateo County Candidate Handbook on pages 48-49 and 57 gives further information on what can be included in the candidate statement, the format for submission and some samples.

In summary, the candidate statement is limited to no more than 200 words, using the Word Count Guidelines on page 56 of the San Mateo County Candidate Handbook and shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. Reference to other candidates for that office or to another candidate's qualifications, character, or activities is prohibited.

Candidate statements are to discuss the education and qualifications of the candidate. The heading of the statement includes the candidate's name (required), age (optional), and occupation (optional). All statements will begin with the words "Education and Qualifications" followed by the text filed by the candidate. These words, as well as the heading, are standardized and do not count toward the 200 word limitation. The "occupation" listed in the heading is not governed by the laws and regulations pertaining to the ballot designation that appears under the candidate's name on the ballot. Therefore, it may be different from the candidate's ballot designation. However, if its length exceeds one line, the candidate may be asked to modify verbiage.

The statement must be typewritten or computer generated. The statement must be printed in a uniform type size. No bold, italics, underlining, or full capitalization will be recognized by the printer. Prepare the statement as one paragraph and do not use any unusual spacing, punctuation, indentations, "bullets", or an "outline" format.

The statement will be printed as submitted; therefore, candidates are advised to carefully check for errors in grammar, punctuation and spelling. The candidate should submit both a hard copy and a computer disk or e-mail of his/her candidate statement. If there is a discrepancy between the computer version and the hard copy, the hard copy version shall be considered the final version. The hard copy version must be signed by the candidate.

The statement must be filed at the time the nomination documents are filed. A candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period. Any candidate who elects not to submit a candidate statement will be required to sign a waiver. (EC 10012.7, 13307, 13308, 13309)

The candidate statement is kept confidential until the close of the nomination period at which time it becomes a public document that will be available for public viewing and copying. It will also be mailed to every registered voter in the Town as part of the voter pamphlet.

FORM 700 - STATEMENT OF ECONOMIC INTERESTS – *Required*

The Political Reform Act requires that candidates file a Form 700, Statement of Economic Interests, at the time the nomination documents are returned. An interactive version of this form

is available on the Fair Political Practices Commission website: www.fppc.ca.gov . The Form 700 is a public document and will be made available for public viewing and copying at the close of the nomination period.

CODE OF FAIR CAMPAIGN PRACTICES – *Optional*

State law requires that, at the time nomination documents are issued, the City Clerk provide each candidate with a copy of the Code of Fair Campaign Practices (Section 8). However, the signing and submittal of this form with the filing of a candidate's nomination documents is optional. If filed, this document will be made available for public viewing and copying.

CANDIDATE INFORMATION FOR PUBLIC REVIEW – *Required*

At the time the candidate takes out nomination documents, the candidate will be asked to complete a form, which includes the name of the candidate, address, contact phone numbers, e-mail, and occupation. This information, along with information on the date nomination documents were taken out and when they are returned, will be made available to anyone interested.

PERMISSION TO POST HOME INFORMATION TO WEB – *Required*

The San Mateo County Elections Department will post the candidate statement and related candidate information on the San Mateo County Elections Department website at www.shapethefuture.org after the close of the nomination period. Government Code Section 6254.21 requires that written approval be obtained prior to the posting of a home address or phone number of elected or appointed officials. The candidate should indicate on this form whether or not he or she authorizes the posting of a home address and home phone number on the website.

NOMINATION PAPER CHECKLIST – *Required*

The City Clerk will review the nomination documents with the candidate and provide the candidate with a checklist of documents indicating which documents must be returned by the end of the nomination period.

* Samples of these documents, except for the Form 700 and the Candidate Information for

Public Review Form, can be found in the [County Candidate Handbook](#) .